



## INVITATION TO RESPOND

Dear Sir/Madam:

The City of Hartford (the City) invites responses for:

<b>RFR #: 5610</b>	<b>SOLICITATION DATE: January 13, 2015</b>
<b>SOLICITATION TITLE: Underwriting and Loan Servicing Services for the North Meadows Industrial Business District Area Loan Fund</b>	
<b>SOLICITATION DESCRIPTION:</b> The City of Hartford is seeking a qualified Operator to run the Bushnell Park Carousel and its adjacent function room. The City is the owner of a 1914 Stein & Goldstein 3-row wooden Carousel with 36 jumpers, 12 standers, two chariots and a Wurlitzer 153 band organ. The Carousel has been operating at this site since 1975; it was fully restored in 1980 and 1989 by Carousel Works. Since 1999 numerous improvements have been added to the surrounding structure. Most recently the carousel has been renovated to allow for year round use as well as the addition of a multipurpose function room and indoor restrooms. Bushnell Park is a major park located in downtown Hartford drawing large numbers of people daily. There are an increasing number of evening activities in the park. A children's play area is located immediately adjacent to the Carousel. Bushnell Park is the base of Hartford's popular First Night Celebration, capped off with two major fireworks displays.	
Visit <a href="http://Hartford.gov/procurement/purchasing">Hartford.gov/procurement/purchasing</a> and click on current solicitations to create a login and view RFR documents	
<b>SITE LOCATION (if applicable):</b>	
<b>RESPONSE DATE: February 19, 2015</b>	<b>RESPONSE TIME: 2:00 p.m.</b>
<b>DEPT. ASSIGNED CONTRACT #:</b>	<b>EST. COST OF CONSTRUCTION:</b>

A PRE-BID / RESPONSE CONFERENCE HAS BEEN SCHEDULED FOR \_\_\_\_\_ AT \_\_\_\_\_  
(Date / Time) (Location)

This pre-bid conference is: ☒ **Not Applicable**  
☐ **Mandatory** (All prospective bidders are REQUIRED to attend to discuss specifications)  
☐ **Non-mandatory** (All prospective bidders are encouraged to attend to discuss specifications)

This solicitation contains the following sections:

**Invitation to Respond**

**Standard Instructions**

**RFR Affidavit**

**AA-EEO Agreement & Affidavit**

**Section 1 – Response Forms**

1.1 Response Information & Signature Form

Contract Compliance

- ☐ Affirmative Action / Equal Employment Opportunity Requirements – See Section 3.6
- ☒ Surety Bond Requirements ☐ Bid Bond ☒ Performance & Payment Bonds (\$250,000.00)
- ☒ Insurance Requirements – as attached
- ☐ Set Aside – Ord. Section 2-660 ☐ MWBE ☐ Small Contractor
- ☐ City-Based Small Business Bid Preference – Ord. Section 2-661
- ☐ 15% Minority Utilization (City of Hartford Certified MWBE) – Ord. Section 2-682
- ☐ State of Connecticut DAS Prequalification (Public Construction Project > \$500,000)
- ☐ OSHA Compliance (Public Works Project > \$100,000)
- ☐ Wage Requirements – Complete & attach Wage Certification Form

1.2 Response Pricing

1.3 Statement of Qualifications

**Section 2 – Specifications/Scope of Services**

☐ Special Instructions / Conditions included

**Section 3 – General Information for Preparation and Delivery of a Response**

**Section 4 – Terms and Conditions / Labor Compliance**

**Exhibits**

- A Insurance Requirements
- B Additional Insurance Requirements

Sincerely,

**William Diaz**

**diazw003@hartford.gov**

**860-757-9604**

Companies interested in doing business with the City are able to register and maintain their registration via the Internet at:

<http://www.hartford.gov/procurement/purchasing>